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Executive Registry
11-5006

3 June 1959

25X1A

MEMORANDUM FOR : [REDACTED]

SUBJECT : Report of Cable Secretariat Operations
From 1 - 31 May 1959

1. Processing Volume

a. The Cable Secretariat reproduced and disseminated 11,379 IN cables, 4,497 OUT cables, 1,044 TD's and 925 miscellaneous items for a total of 17,845 work items for the month of May 1959. This represents a decrease of 1,155 items or 6.5% less than the 1958 monthly average of 19,000 work items.

b. Cables decreased 824 or 5% below the 1958 monthly average of 16,700 cables. May 1959 total is 1,045 or 6.5% less cables than April 1959 and 1,627 or 10% less cables than May 1958.

c. TD's decreased 78 or 7.5% under the 1958 monthly average of 1,122 TD's.

d. We processed an average of 704 cables Monday through Friday, 430 on Saturday and 104 on Sunday.

e. 970 cables or 6% of all cables processed were furnished to the Director as compared to 944 or 5% for April 1959.

2. Personnel

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Our ceiling strength of [REDACTED] is still short three. However, the Office of Personnel is aware of our needs and is doing all they can to fill our vacancies.

3. General

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a. On 14 May 1959 Mr. [REDACTED] office advised us that after discussing the matter with Mr. Amory, it was agreed that the review each month of one days

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incoming traffic by a DD/I representative would not be necessary any longer. During the course of such reviews for the past three years, there have been only two cables, both of inconsequential value, which the Cable Secretariat had failed to disseminate or suspend for DD/I.

b. I am happy to inform you that our air conditioners have been installed and are operating. This will make working conditions more pleasant and boost the morale of the office.

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Cable Secretary

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